

# **Minutes of the Regular Meeting of the Board of Library Trustees**

**March 5, 2007**

**TRUSTEES PRESENT:** Chair Allen Lo, Jack Spillane, Sandra Rich, Omar Ahmad, Robert Byrd

**EXCUSED ABSENCE:** None

**STAFF PRESENT:** Karen Saunders, City Librarian  
Hillary Brookshire, Senior Library Assistant-Administration

**MEMBERS OF  
THE PUBLIC:** Jack Alotto, Executive Director of Library Foundation and Friends  
David Stringer-Calvert, President, Library Foundation Board of Directors  
Lee Broughman, Member of the Foundation Board of Directors  
Elena Vizzini, Student, Santa Clara University  
Patricia Gabel, Student, Santa Clara University

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## **MATTERS FOR COUNCIL ACTION:**

- Recommend that Council approve the following revised Library policy as reviewed and approved by the Board of Library Trustees:**

### **Policy Regarding the Use of Audio/Visual or Camera Equipment in the Santa Clara Library**

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## **I. CALL TO ORDER**

Chair Lo called the meeting of the Board of Library Trustees to order at 7:02 p.m.

## **II. MINUTES OF FEBRUARY 5, 2007 MEETING**

Chair Lo asked the board for comments or corrections regarding the minutes for the February 5, 2007 meeting. Trustee Rich made a motion to approve the February 5, 2007 minutes as written, with a second from Trustee Spillane. The February 5, 2007 minutes were approved as written by a unanimous vote.

## **III. CORRESPONDENCE**

None

## **IV. GIFTS**

Jack Alotto, Executive Director of the Library Foundation and Friends reported that the Foundation had given the following grants to the library:

- \$250 - Parenting Program**
- \$160 - Author Program: Jim Trelease**
- \$300 - Tap Plastics: Acrylic case for donated Japanese Doll on Horse**

## **V. PUBLIC PRESENTATIONS**

### **A. Library Foundation and Friends**

Mr. Jack Alotto, Executive Director of the Library Foundation, introduced David Stringer, President of the Library Foundation Board of Directors.

Mr. Alotto gave the following report on Foundation and Friends activities:

- . Book sales for the month of February 2007 produced \$11,007 in revenues, with \$1,900 coming from the weekend book sale.
- . Gifts from individuals: \$3,029
- . Friends memberships: \$125

Trustee Spillane asked if the book store sales had improved or increased. Mr. Alotto stated that for a brief period there were limited volunteer hours to staff the bookstore, but now the store is fully staffed and doing very well.

Trustee Byrd asked how many board members were on the Library Foundation Board. Mr. Alotto stated that there were 12 or 13. They had just added two new members. Trustee Byrd also asked how many years a board member may serve. Mr. Alotto stated that they serve a two-year term, renewable twice, or three two-year terms. Tom Biagini is the only remaining member of the original Board of Directors.

## **VI. OLD BUSINESS**

### **A. Operating Budget Submittal**

The City Librarian stated that the Library's Operating Budget was submitted on February 16, 2007. There are cost increases in the Library budget in the areas of utility expenses and maintenance of systems and buildings. The City Librarian will meet with the City Manager to discuss the Library Operating Budget at the end of March. At the April 2007 Board of Library Trustees meeting she will have a better idea of what the final budget submittal will be. The hearing for the Library's CIP budget was in late February. Additional funds will be added to the Library Automation budget in order to replace some public Internet computers. Trustee Spillane asked if Mission Library had a separate automation budget. The City Librarian stated that Central Library and Mission Library technology costs were covered in one budget.

## **VII. NEW BUSINESS**

### **A. Enhancements to Library Catalog**

The City Librarian introduced a PowerPoint presentation that highlighted some of the enhancements to the Library Catalog that will become available to the public over the next month. There will be publicity accompanying each new item as it is introduced to the public. Patrons will be able to use the Express Check machines to check out DVD and CD selections. They will also be able to "opt in" or "opt out" of keeping their own reading list online. Books

on hold will be placed in their new location, and patrons will be able to check out their own holds on Express Check machines. If a patron is waiting for a book on hold and they will be going out of town, they can use the "Freeze Hold" function to allow other patrons to receive the book until they return, at which time they would "unfreeze" the hold. There will continue to be an online form for patrons to suggest items for purchase by the Library; the Library currently receives about 150 purchase suggestions per month.

**B. Policy Regarding Use of Audio/Visual or Camera Equipment in the Santa Clara Library**

The City Librarian opened the discussion with an explanation of the background of this policy and the reasons for the current changes. Following recent experiences with patrons using video equipment in the library, it was found that the policy needed to be revised to cover the intent, actual equipment proposed, and length of time needed for filming. Statements were added that any photography/filming must not interfere with Library operations.

Following a brief discussion, Trustee Rich made a motion to accept the Policy Regarding Use of Audio/Visual or Camera Equipment in the Santa Clara Library as revised, with a second from Trustee Byrd. The motion passed unanimously.

**VIII. CITY LIBRARIAN'S REPORT**

**A. Monthly Report**

The City Librarian reviewed the Library Monthly Report for January 2007. All statistics showed a decrease from last year except for patron visits.

**B. Personnel**

The City Librarian stated that the Library had successfully hired a Literacy Advocate to replace Emma Torrez. A formal announcement will be made next week.

The City Librarian stated that Hilda Lopez has returned from maternity leave and is now back full time at Mission Library.

**C. Activities**

The City Librarian stated that the May 2007 meeting of the Board of Library Trustees will be held at the Mission Branch Library. Shanti Bhaskaran and Hilda Lopez will present an update of literacy and branch activities to the Board.

The City Librarian announced that she had received information regarding the 2007 Library Issues Breakfast. It will be held at the Stanford Park Hotel, but further details are not known at this time. The City Librarian will provide more information at the next Board meeting.

The City Librarian stated that on Thursday of the current week, she would be meeting with the library architects, Group 4, for a post-occupancy assessment. They will review what functions and features have worked well and what could be improved. The meeting is intended to provide feedback to the architect.

The City Librarian stated that 168 visitors from the PLA Symposium in San Jose toured the Santa Clara Library. Hour-long tours were scheduled, with 5 tours proceeding simultaneously

through the building from 1p.m. to 5p.m.. The group was visiting two other libraries, West Valley and Saratoga. Trustee Spillane asked if the visitors were all from California, and the City Librarian stated that many were from out of state.

Trustee Byrd stated that he was still attending SVLS Board meetings every other month. Trustee Byrd is the current chairperson. They have been meeting regularly in the Santa Clara City Library Sycamore Room.

**X. MATTERS OF TRUSTEE INTEREST**

The City Librarian stated that Trustee Ahmad's term as a Library Board Trustee was ending soon. There would be a notice coming from the City Clerk's Office regarding an opening on the Library Board. The City Librarian indicated she would check with the City Clerk's Office to determine which Board meeting would be Trustee Ahmad's last meeting.

**X. CALENDAR**

- . Monday, February 19, 2007, President's Day Holiday – Library Closed
- . Monday, March 5, 2007, Board of Library Trustees Meeting, 7:00 p.m., Library Board Room.

**XI. ADJOURNMENT**

There being no further business, Chair Lo adjourned the meeting at 8:08 p.m.

Respectfully submitted,

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Jack Spillane  
Secretary to the Library Board of Trustees

KKS:JS:HB:hb